

WEST VISAYAS STATE UNIVERSITY FEDERATED FACULTY ASSOCIATION

2025 FEDERAL BYLAWS

PREAMBLE

We, the faculty members of the West Visayas State University, to promote unity, foster academic excellence, and uphold our rights and welfare, guided by the principles of academic freedom, transparency, collaboration, and the overall advancement of education, submit ourselves to be governed by these federal by-laws.

ARTICLE I NAME, NATURE, SEAL, AND DOMICILE

Section 1. *Name.* The name of this organization shall be the West Visayas State University Federated Faculty Association, or the WVSUFFA, herein referred to as the Association.

Section 2. *Nature.* The Association shall be a non-sectarian, non-partisan, and non-profit organization.

Section 3. *Seal.* The Association shall have an official seal or logo to be determined by the Executive Board and approved by the General Assembly.

Section 4. *Domicile.* The Association's main office shall be at the West Visayas State University (WVSU), La Paz, Iloilo City.

ARTICLE II OBJECTIVES

Section 1. *Objectives.* The objectives of this Association shall be:

1. To represent the collective interests and concerns of the faculty members to the university administration, governing bodies, and external entities.
2. To negotiate fair employment terms, such as salaries, benefits, workload, and academic freedom, through collective negotiation agreements.
3. To provide professional support services, resources, and development opportunities to enhance faculty members' teaching, research, and service roles.
4. To advocate for policies and practices that support academic freedom, equitable treatment, diversity, and inclusivity within the university community.
5. To foster a sense of community among faculty members, promoting collaboration, collegiality, and mutual support.

ARTICLE III MEMBERSHIP

Section 1. *Eligibility.* All permanent, temporary, and contractual faculty members shall be eligible for membership provided they are not otherwise disqualified by law from joining one or any legitimate association in operation in the Philippines and/or in the WVSU.

Section 2. *Admission Procedure.* Any faculty member qualified for membership shall join the Association upon approval of his/her written application by the Executive Board and upon full payment of the required initiation and membership fees.

Section 3. *Rights and Obligations.* Members shall have equal rights and obligations as provided by these bylaws and/or by the adopted parliamentary authority. Such rights and obligations include, but are not limited to:

1. *Rights.* Members in good standing are entitled to participate fully in the Association's democratic processes. They have the right to attend meetings, receive due notice, and take part in deliberations by speaking in debate, presenting motions, and voting on all questions before the assembly. Each member enjoys the equal right to nominate candidates, to be nominated, and to hold office or committee membership as qualifications allow. Members are further protected by the right to equal treatment, to appeal or challenge rulings they believe to be improper, and to due process in any disciplinary proceedings. They also have the right to access organizational information, including minutes, reports, records, and other documents necessary for informed participation. Taken together, these rights ensure that every member has an equal voice, fair treatment, and meaningful opportunities to influence the Association's direction and governance.
2. *Obligations.* Members carry corresponding obligations to preserve order and advance the welfare of the Association. They are expected to attend meetings regularly, contribute actively to deliberations, and help sustain quorum so that business may be properly conducted. Members must observe proper decorum by addressing the chair, speaking only when recognized, and engaging respectfully in debate. They are further obliged to exercise judgment by voting thoughtfully, upholding majority decisions once made, while respecting the rights of the minority to be heard. Compliance with the Association's bylaws, standing rules, and parliamentary authority is essential, including acceptance of disciplinary measures when imposed fairly. Finally, members are responsible for supporting the Association by paying dues, accepting assignments, serving when elected or appointed, and promoting the objectives, integrity, and collective welfare of the organization. These obligations ensure that members not only enjoy their rights but also sustain the democratic life and effectiveness of the Association.

Section 4. *Dues.* The amount of membership dues shall be determined and approved by the Executive Board and confirmed by the General Assembly. Dues in this Association shall be the following:

1. *Annual Membership Fee.* An annual membership fee shall be collected from members through check-off, preferably from the Collective Negotiation Agreement Incentive (CNAI). This fee shall be considered the general fund to be used for day-to-day operations and regular administrative expenses.

2. *Seed Money.* An annual seed money shall be collected from members through check-off, preferably from the CNAI. This fee shall be considered the contingency or reserve fund to be used for emergencies or unplanned needs.
3. *Welfare and Benefits Contribution.* Contributions for members' welfare and emergency assistance shall be collected from members through check-off, preferably from the monthly salary. This fund shall be used for: a) hospitalization or health aid, b) death or bereavement support, c) doctoral degree incentive, and d) retirement gift for qualified availing members.
4. *Other Contributions.* Other contributions shall be collected, after due consultation, from members for special or specific purposes through check-off, preferably from the monthly salary or CNAI.

Section 5. *Resignation.* Any member desiring to resign from the Association shall submit his/her resignation in writing to the Secretary, who shall present it to the Executive Board for action. No member's resignation shall be accepted until his/her dues are paid.

Section 6. *Expulsion.* Any member may be expelled for cause upon the recommendation of a majority of the special committee and the approval of such recommendation by a two-thirds vote of the members of the Executive Board present and voting at a meeting called for the purpose, provided the member concerned shall have been notified of his/her proposed expulsion. The member shall be allowed a personal hearing before the special committee, but not the right of representation by professional counsel.

Section 7. *Termination.* Membership in the Association shall automatically cease upon the termination of the member's contract, transfer, resignation, or retirement. Membership shall also automatically terminate upon the member's conviction of any of the offenses enumerated in the 2025 Rules on Administrative Cases in the Civil Service (RACCS).

ARTICLE IV THE GENERAL ASSEMBLY

Section 1. *General Assembly Composition.* The General Assembly shall be composed of all the members of the Association.

Section 2. *Powers.* The General Assembly shall have the following powers:

1. To confirm all resolutions.
2. To ratify the bylaws and the Collective Negotiation Agreement (CNA) or approve any amendments thereto.
3. To elect Directors, one from each college on the main campus and one from each satellite campus, to serve as their representatives in the manner provided for in their respective college/campus bylaws.
4. To confirm the annual budget, financial reports, audited financial statements, and committee reports.
5. To confirm major decisions such as MOAs/MOUs, legal representations, labor negotiations, and organizational partnerships, especially when involving institutional stakeholders.

Section 3. *Meetings.* The President or the majority of the Executive Board may call for regular General Assembly meetings, preferably one midyear meeting in May or June and

one year-end meeting in November or December. They may also call for special General Assembly meetings at any time when needed.

Section 4. *Quorum*. A quorum during the General Assembly meetings shall consist of the majority of the members present and voting.

ARTICLE V THE EXECUTIVE BOARD

Section 1. *Board Composition*. The Executive Board shall consist of the Executive Officers and Directors. The immediate past President shall serve as an ex-officio member.

Section 2. *Powers*. The Executive Board shall have the following powers:

1. To formulate, adopt, or amend policies, programs, projects, and activities.
2. To draft the bylaws and the CNA, or propose any amendments thereto.
3. To elect the Executive Officers, create committees, and establish bodies.
4. To recall or impeach the Executive Officers for just cause, following due process.
5. To approve the annual budget, financial reports, audited financial statements, and committee reports.
6. To authorize special assessments, increases in membership dues, or the creation of new funds.
7. To enact resolutions or motions that direct the actions of the Executive Officers, committees, or bodies.
8. To exercise oversight over the Executive Officers, including accountability measures.
9. To act as the final arbiter in disciplinary cases, member appeals, or disputes.
10. To affirm or override disciplinary actions taken by the Executive Officers, committees, or bodies.
11. To approve major decisions such as MOAs/MOUs, legal representations, labor negotiations, and organizational partnerships, especially when involving institutional stakeholders.
12. To call for special meetings or vote on urgent matters.
13. To mandate a referendum for highly significant issues.
14. To exercise all powers not specifically delegated to any Executive Officer, committee, or body.
15. To resolve matters of general concern affecting the rights and welfare of members.

Section 3. *Selection of the Directors*. Each of the colleges on the main campus and each of the satellite campuses shall select a Director, who shall necessarily be the President of the College or Campus Faculty Association, preferably in May or June, to serve as their representative in the manner prescribed by their college or campus bylaws. Any member, except those performing administrative functions, such as Directors, Deans, and higher administrative designees, shall be eligible for Directorship.

Section 4. *Term of Office and Removal from Office*. The Executive Board shall serve for two years or until their successors are elected, and their term of office shall begin at the close of the Board meeting at which they are elected. They may be removed from office at the pleasure of the membership, as may be provided by these bylaws and/or by the adopted parliamentary authority.

Section 5. *Meetings*. The regular Board meetings shall be held at least once every quarter, preferably on the second Friday of January, April, July, and October. The President or the majority of the Executive Board shall have the authority to call for special Board meetings.

Section 6. *Quorum*. A quorum during the Board meetings shall consist of the majority of the members present and voting.

Section 7. *Resignations*. Resignations from the Executive Board shall be presented in writing to the President.

ARTICLE VI THE EXECUTIVE OFFICERS

Section 1. *Officers and Their Duties*. The Executive Officers and their duties shall be the following:

1. *President*. The president shall preside at all meetings of the Association and of the Executive Board, preserve order and decorum, decide all questions of order subject to appeal, and enforce the bylaws and standing rules. The president shall sign all official documents, represent the Association in the Board of Regents and official functions, and ensure that the decisions of the body are carried into effect. The president shall appoint committees as authorized, provide overall leadership in advancing the objectives of the Association, and serve as liaison between the Association and external stakeholders.
2. *Vice President*. The vice president shall assist the president in the performance of duties and shall preside in the absence of the president. The vice president shall be prepared at all times to assume the responsibilities of the president and shall perform such other duties as may be assigned by the president or the Executive Board.
3. *Secretary*. The secretary shall keep an accurate record of all meetings of the Association and of the Executive Board, preserve all official papers, correspondence, and reports, and maintain a current roll of members. The secretary shall issue notices of meetings, authenticate records when required, furnish copies of the bylaws and standing rules upon request, and perform such other duties as ordinarily pertain to the office.
4. *Assistant Secretary*. The assistant secretary shall assist the secretary in the preparation and distribution of minutes, notices, and correspondence, and shall assume the duties of the secretary in his/her absence. The assistant secretary shall perform such other functions as may be delegated by the secretary or the Executive Board.
5. *Treasurer*. The treasurer shall receive all funds of the Association, keep full and accurate accounts of receipts and disbursements, and deposit all monies in the name of the Association in such depositories as may be designated. The treasurer shall disburse funds as authorized by the Association or the Executive Board, present financial reports at regular meetings, and submit an annual financial statement for audit. The treasurer shall maintain transparency in all financial transactions and perform such other duties as pertain to the office.
6. *Assistant Treasurer*. The assistant treasurer shall assist the treasurer in the management of financial records, collection of dues, and preparation of reports, and shall assume the duties of the treasurer in his/her absence. The assistant treasurer shall perform such other duties as may be directed by the treasurer or the Executive Board.

7. *Auditor.* The auditor shall examine the financial records of the Association at least once each year, or as often as may be required, and shall certify their correctness by an audit report presented to the Association. The auditor shall ensure that the financial affairs of the Association are conducted in accordance with established policies and sound accounting practices.
8. *Public Information Officer.* The public information officer shall manage the communications of the Association. His/her duties include preparing official announcements, maintaining public relations, issuing press releases, and overseeing newsletters, bulletins, or online postings. The PIO shall promote the objectives, activities, and achievements of the Association and perform such other duties as may be assigned.
9. *Directors.* The directors shall constitute the Executive Board of the Association together with the elected officers. They shall participate in the formulation of policies, provide strategic direction, and ensure that the decisions of the General Assembly are carried out. Directors shall chair or serve on committees when so designated and shall represent the interests of the membership in the deliberations of the Executive Board.

Section 2. *Election Committee and Election Date.* The Executive Board shall appoint a three-member Election Committee from members of the Association, preferably during its Board meeting on the 2nd Friday of June. This committee shall help the outgoing President conduct the election of the new set of Executive Officers, preferably during the Board meeting on the 2nd Friday of July.

Section 3. *Election of the Executive Officers by the Directors.* Following the selection of the Directors, preferably during the Board meeting on the 2nd Friday of July, the outgoing President shall convene the new set of Directors, who shall elect from among themselves the new set of Executive Officers with the assistance of an Election Committee.

Section 4. *Ballot Election, Term of Office, and Removal from Office.* The Executive Officers shall be elected by ballot to serve for two years or until their successors are elected. Their term of office shall begin at the close of the Board meeting at which they are elected. They may be removed from office at the pleasure of the membership as may be provided by these bylaws and/or by the adopted parliamentary authority.

Section 5. *Office-Holding Limitations.* No Executive Officer shall hold more than one office at a time, and no Executive Officer shall be eligible to serve more than two consecutive terms in the same office. Succession of an Executive Officer to a higher office and serving the unexpired term of his/her predecessor for less than one (1) year and six (6) months shall not constitute a term.

Section 6. *Resignations.* Resignations from the Executive Officers shall be presented in writing to the President.

Section 7. *Vacancy.* Should a vacancy occur among the Executive Officers, the President shall appoint a successor from among the Directors. The new appointee shall serve the unexpired term of his/her predecessor.

ARTICLE VII COMMITTEES

Section 1. *Finance Committee.* A Finance Committee composed of the Treasurer and four other members shall be appointed by the President promptly after the election of the new set of Executive Officers. It shall be the duty of this committee to prepare a budget for the next calendar year and to submit it to the General Assembly for confirmation during its year-end meeting in December.

Section 2. *Program Committee.* A Program Committee composed of the Vice President and four other members shall be appointed by the President promptly after the election of the new set of Executive Officers. It shall be the duty of this committee to plan the Association's program for the next calendar year and to submit it to the General Assembly for confirmation during its year-end meeting in December.

Section 3. *Auditing Committee.* An Auditing Committee composed of the Auditor and two other members shall be appointed by the President promptly after the election of the new set of Executive Officers. It shall be the duty of this committee to audit the Treasurer's accounts at the close of the calendar year and submit it to the General Assembly for confirmation during its year-end meeting in December.

Section 4. *Other Committees and President's Ex-Officio Committee Membership.* Such other committees, standing or special, may be established by the Executive Board as it shall deem necessary from time to time to carry on its work. The President shall appoint the members. The President shall be an ex-officio member of all committees except the Election Committee and any disciplinary committee.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1. *Parliamentary Authority.* The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE IX AMENDMENTS OF BYLAWS

Section 1. *Amendments.* These bylaws shall be amended at any general assembly of the Association by a two-thirds vote of the regular membership, provided that notice shall have been given for at least one month before the general assembly at which said amendment or amendments are to be voted upon.

ARTICLE X RATIFICATION OF BYLAWS

Section 1. *Ratification.* These bylaws shall take effect immediately upon ratification by a majority of all members at a General Assembly meeting or a referendum called for that purpose.

ADOPTION AND RATIFICATION

Adopted and ratified this _____ day of _____ at _____ with the list of members, together with their signatures, who ratified the same appearing in Annex "A" hereof.

CERTIFIED CORRECT:

BABELYN C. CABALAR
Secretary

ATTESTED:

SHIM LESTER G. DE PIO
President

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____ at _____ Community Tax Certificate No. _____ issued at _____ on _____.

NOTARY PUBLIC
Until _____
PTR No. _____
Issued at _____
On _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____